



GuestCentrix Conference & Banqueting Product Data Sheet

GuestCentrix Conference & Banqueting

GuestCentrix^{C&B} is designed for the Conference and Venue management industry, or any organisation with a need for resource management.

GuestCentrix^{C&B} features a visual diary to show bookings and resource allocation at a glance. The system delivers a comprehensive range of statistical and operational reports for total control of every event.

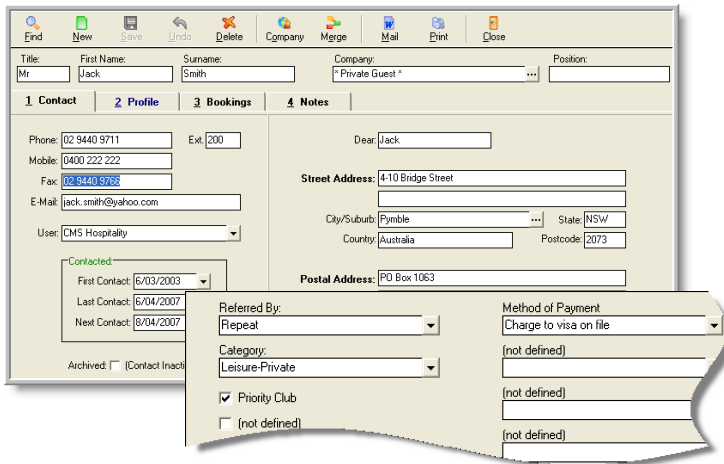
The client database records contact details, with profiling to support relationship marketing. Quotations and invoices are produced in your chosen format via a mail-merge facility to ensure a professional image.

Say goodbye to endless hours spent on paperwork and excel spreadsheets. All of the information that you need about your contacts, events and resources is available at the touch of a button in a scalable, reliable database.

Features include:

- Scalable to suit small function venues or large scale multi-property environments
- Excellent performance and reliability with Microsoft's SQL Server
- Visual diary shows room, equipment and resource availability
- Detailed contact management database
- Integration with GuestCentrix^{PMS} for Accommodation requirements, or consolidation of charges on to one folio in the Property
- Report engine generates pre-defined and custom reports
- Integration with MS Office for quotes, invoices, contracts or reports
- Supports integration with floor plan tools and templates

GuestCentrix Conference & Banqueting

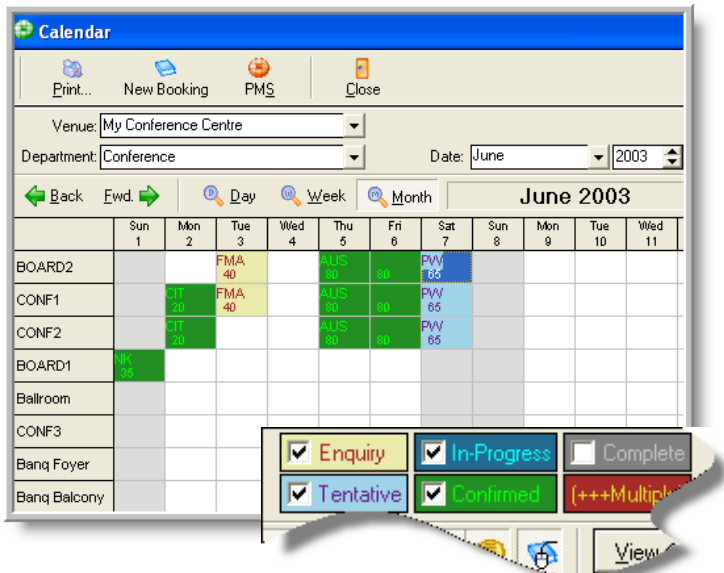


The screenshot shows a contact management form with the following fields and options:

- Title:** Mr
- First Name:** Jack
- Surname:** Smith
- Company:** Private Guest
- Position:** (empty)
- Phone:** (02 9440 9711) Ext: 200
- Mobile:** (0400 222 222)
- Fax:** (02 9440 9728)
- E-Mail:** jack.smith@yahoo.com
- User:** CMS Hospitality
- Dear:** Jack
- Street Address:** 4-10 Bridge Street
- City/Suburb:** Pymble
- State:** NSW
- Country:** Australia
- Postcode:** 2073
- Postal Address:** PO Box 1063
- Referred By:** Repeat
- Method of Payment:** Charge to visa on file
- Category:** Leisure-Private
- Priority Club:**
- Archived:** (Contact Inact)

Contacts

GuestCentrix^{C&B} is designed to store and manage all your client's company and contact details, and allows for multiple contacts to be attached to one company. Data entry screens supply default details, automate capitalization and include various control dialogs (eg. Drop-down calendars, lists etc) to greatly improve the speed of data entry.



The screenshot shows a calendar interface for June 2003. The venue is set to 'My Conference Centre' and the department is 'Conference'. The calendar grid shows bookings for various resources:

	Sun 1	Mon 2	Tue 3	Wed 4	Thu 5	Fri 6	Sat 7	Sun 8	Mon 9	Tue 10	Wed 11
BOARD2			FMA 40		AUS 85	85	PWY 85				
CONF1			FMA 40		AUS 85	85	PWY 85				
CONF2					AUS 85	85	PWY 85				
BOARD1											
Ballroom											
CONF3											
Banq Foyer											
Banq Balcony											

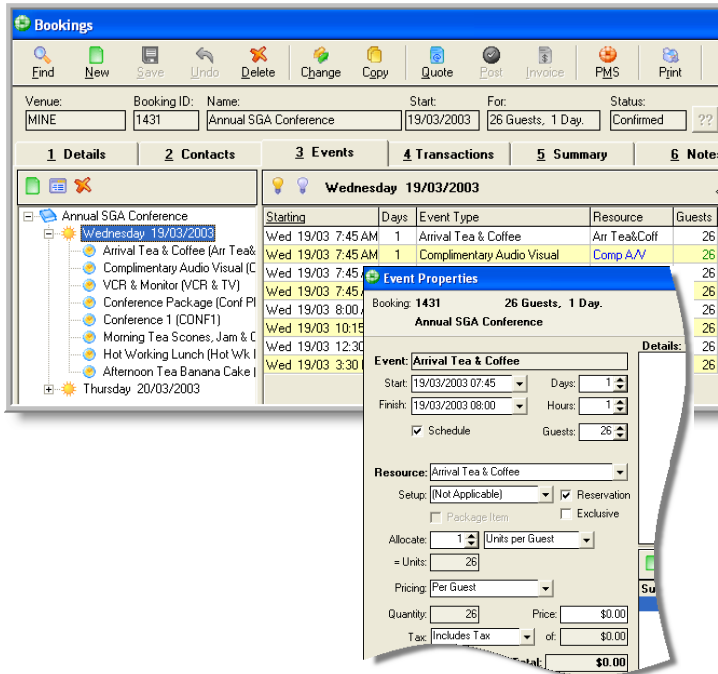
Legend for booking status:

- Enquiry
- In-Progress
- Complete
- Tentative
- Confirmed
- +++Multiple

Calendar

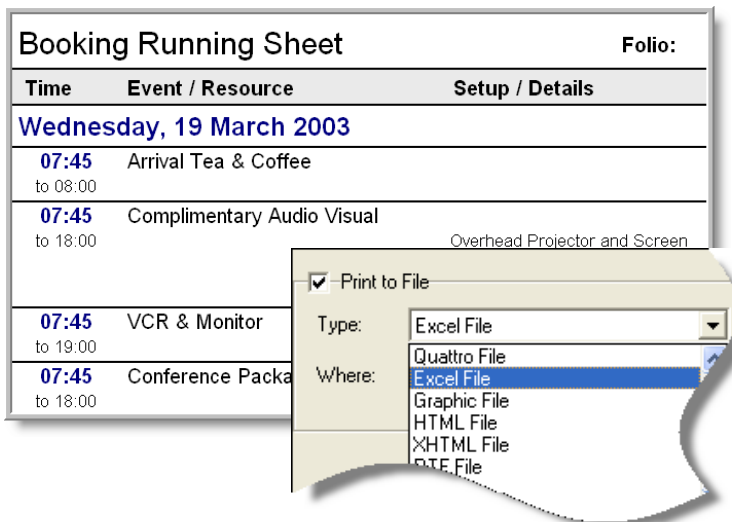
The Calendar window lets you see at a glance what bookings you have scheduled, and how your resources (rooms, furniture, equipment and staff) are allocated. It displays a grid of resources by date, and may be viewed daily, weekly or monthly. All bookings, enquires, confirmed and completed are displayed and colour coded to indicate their respective status.

GuestCentrix Conference & Banqueting



Bookings

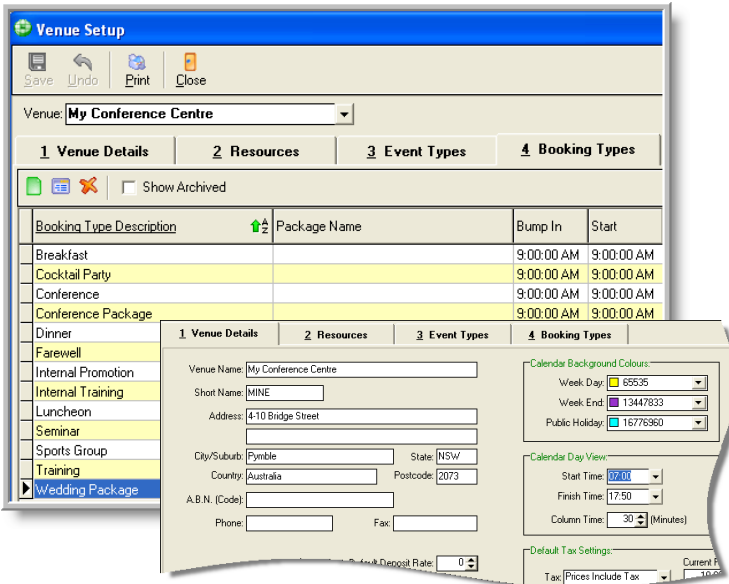
GuestCentrix^{C&B} enables you to define highly detailed booking templates that specify requirements for any number of standard types of bookings provided by your organisation. Detailed quotes may then be produced in a matter of minutes, and availability and pricing verified reliably. The system warns the user of potential over-bookings, and completely prevents booking conflicts from occurring.



Reports

GuestCentrix^{C&B} includes over 75 pre-defined reports and charts, a report editor and report creation wizard. All reports can be viewed on screen or printed, and all may be exported to various formats. Reports may be designed specifically for exporting data to external software such as MYOB, for example.

GuestCentrix Conference & Banqueting



Venue Setup

Venue: **My Conference Centre**

1 Venue Details 2 Resources 3 Event Types 4 Booking Types

Booking Type Description	Package Name	Bump In	Start
Breakfast		9:00:00 AM	9:00:00 AM
Cocktail Party		9:00:00 AM	9:00:00 AM
Conference		9:00:00 AM	9:00:00 AM
Conference Package		9:00:00 AM	9:00:00 AM
Dinner			
Farewell			
Internal Promotion			
Internal Training			
Luncheon			
Seminar			
Sports Group			
Training			
Wedding Package			

1 Venue Details

Venue Name: My Conference Centre

Short Name: MINE

Address: 410 Bridge Street

City/Suburb: Fyfield State: NSW

Country: Australia Postcode: 2073

A.B.N. (Code):

Phone: Fax:

Calendar Background Colours:

Week Day: 65625

Week End: 13447833

Public Holiday: 16776980

Calendar Day View:

Start Time: 07:00

Finish Time: 17:50

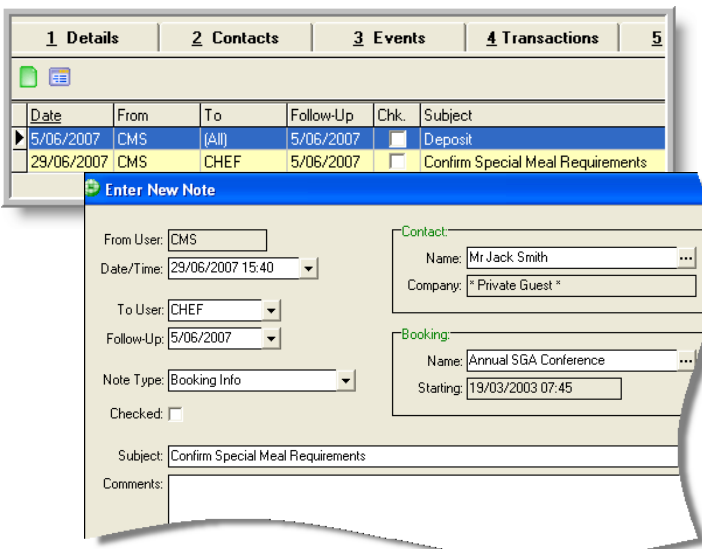
Column Time: 30 (Minutes)

Default Tax Settings:

Tax: Prices Include Tax

Operations

GuestCentrix^{C&B} provides a variety of operational tools and reports to assist in the day-to-day running of your venue. There are many daily and weekly schedule and running-sheet reports in a variety of formats enabling data selection by date, department, resource and user.



1 Details 2 Contacts 3 Events 4 Transactions 5

Date	From	To	Follow-Up	Chk.	Subject
5/06/2007	CMS	(All)	5/06/2007	<input type="checkbox"/>	Deposit
29/06/2007	CMS	CHEF	5/06/2007	<input type="checkbox"/>	Confirm Special Meal Requirements

Enter New Note

From User: CMS

Date/Time: 29/06/2007 15:40

To User: CHEF

Follow-Up: 5/06/2007

Note Type: Booking Info

Checked:

Subject: Confirm Special Meal Requirements

Comments:

Contact:

Name: Mr Jack Smith

Company: * Private Guest *

Booking:

Name: Annual SGA Conference

Starting: 19/03/2003 07:45

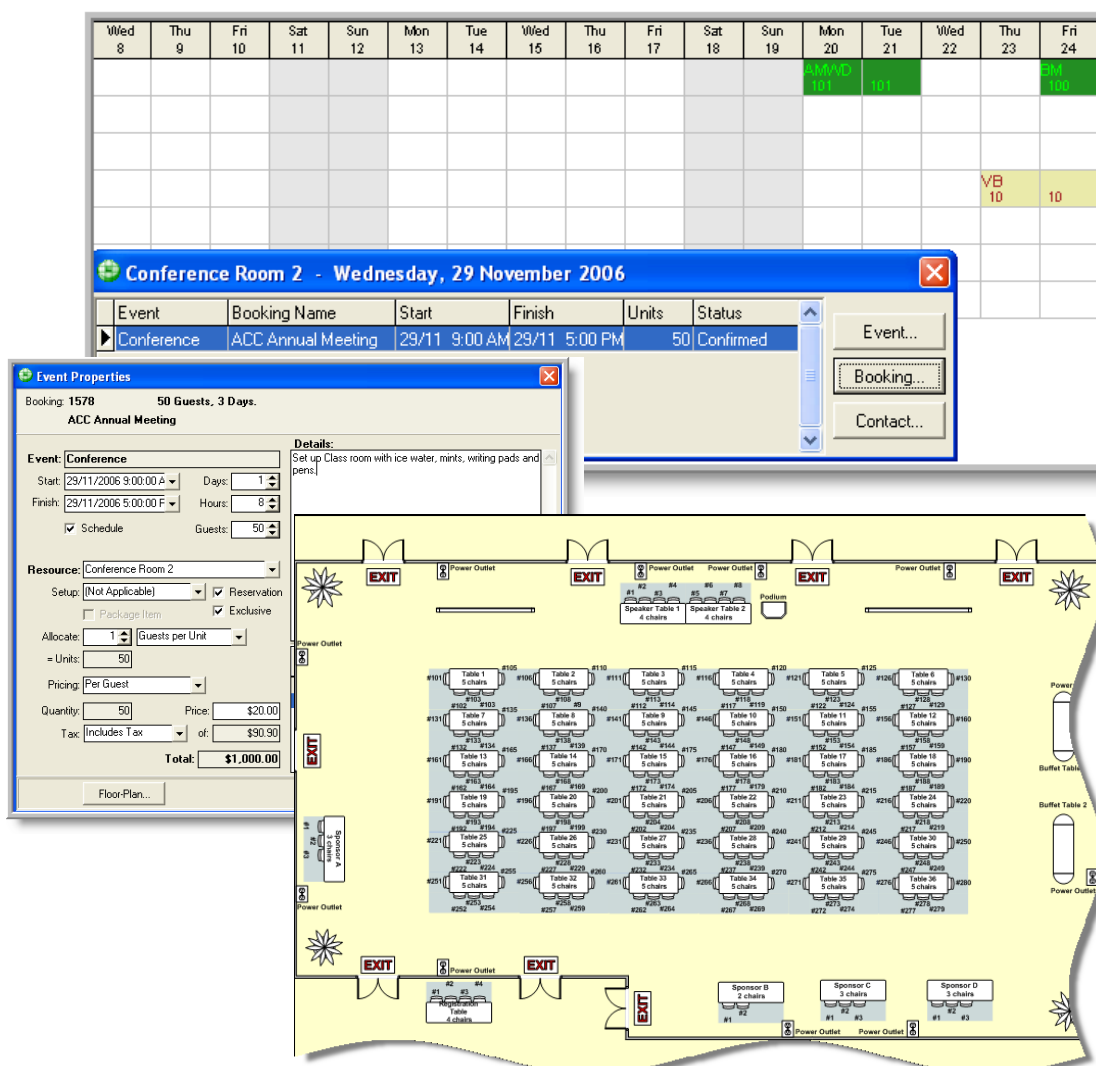
Notes

GuestCentrix^{C&B} has a Notes feature that provides follow up and 'to-do' lists, and a detailed history of correspondence and other activity relating to your clients and bookings. In conjunction with the Booking Templates, note checklists may be defined so that follow up notes are automatically generated on creation of a new booking based on the booking type and resources selected.

GuestCentrix Conference & Banqueting

Floor Plans

GuestCentrix^{C&B} supports integration with a wide variety of Floor Plan tools. Each location or room may have one or more floor-plan templates designed for each of the standard room setups that are applicable. These templates may then be customized for each booking, and GuestCentrix^{C&B} will automatically link to that floor plan for future reference. Bookings that reserve a number of rooms or locations may have a floor plan designed and stored for each without limit.



The screenshot displays the GuestCentrix interface for managing a conference booking. At the top, a calendar shows the booking for Wednesday, 29 November 2006. Below the calendar, a table lists the booking details:

Event	Booking Name	Start	Finish	Units	Status
Conference	ACC Annual Meeting	29/11 9:00 AM	29/11 5:00 PM	50	Confirmed

On the left, the 'Event Properties' window is open, showing the following details:

- Booking:** 1578, 50 Guests, 3 Days, ACC Annual Meeting
- Event:** Conference
- Start:** 29/11/2006 9:00:00 A, Days: 1
- Finish:** 29/11/2006 5:00:00 F, Hours: 8
- Resource:** Conference Room 2
- Setup:** (Not Applicable), Reservation: Exclusive
- Allocate:** 1 Guests per Unit, Units: 50
- Pricing:** Per Guest
- Quantity:** 50, Price: \$20.00
- Tax:** Includes Tax, of: \$90.90
- Total:** \$1,000.00

The main area shows a detailed floor plan for Conference Room 2. The room is rectangular with several exits marked 'EXIT'. The floor plan includes 36 tables, each with 5 chairs, arranged in a grid. There are also two speaker tables (4 chairs each), a podium, and four sponsor tables (3 chairs each). Power outlets and buffet tables are also indicated.